

## **VACANCY ANNOUNCEMENT**

### **COURT SERVICES AND OFFENDER SUPERVISION AGENCY**

#### **D.C. PRETRIAL SERVICES AGENCY**

**Announcement Number:** 05-05(MPP)(DEU)

**Opening Date:** December 23, 2004

**Closing Date:** January 12, 2005

**Area of Consideration:** Open to all sources

**Job Title, Series, and Grade:** Biological Science Laboratory Technician  
GS-0404-7/8/9  
Permanent, Full-Time, Career or-Career-Conditional

**Full Performance Level:** GS-9

**Salary:** GS-7: \$34,184 - \$44,439

GS-8: \$37,858 - \$49,216

GS-9: \$41,815 - \$54,360

A candidate appointed at GS-7 or GS-8 may be promoted up to the GS-9 level without further competition.

#### **RELOCATION EXPENSES ARE NOT AUTHORIZED.**

**Location:** Forensic Toxicology Drug Testing Laboratory  
D.C. Pretrial Services Agency  
Washington, DC

**Hours:** The incumbent of this position may be required to work in shifts or at unusual hours, including nights, weekends and holidays.

#### **Summary of Primary Duties and Responsibilities:**

The Forensic Toxicology Drug Testing Laboratory is responsible for the collection, analysis, and documentation of drug tests of defendants ordered by the D.C. Superior Court and the United States District Court and for probationers and parolees under supervision of the Agency. The incumbent of this position serves as Technician in the Laboratory. He/she:

- Performs the full range of immunoassay screening analyses in accordance with strict chain of custody procedures, established protocols and Laboratory policy.
- Performs quality assurance review of all specimens analyzed.
- Reviews and tests results for accuracy and completeness; determines the need for and performs repeat tests; and identifies and documents procedures, results, issues or problems.
- Releases results that are within established criteria to Agency staff and the courts for entry into the client's record, and responds to inquiries on testing.
- Performs and documents all required maintenance and calibration of laboratory instruments. Identifies problems with and troubleshoots current assays and instruments.
- Manages inventory for immunoassay screening; prepares reagents, ensuring that supplies are adequate, and that reagents are certified in accordance with standard procedures and protocols.
- Identifies any technical or procedural problems and recommends solutions.

These are the duties performed at GS-9. A technician appointed at GS-7 or GS-8 will have a more limited range of assignments and will receive closer supervision.

#### **Qualification Requirements:**

One year of specialized experience performing all phases of immunoassay testing, reviewing test results, and maintaining and calibrating instruments that was comparable in difficulty and responsibility to the next lower grade.

**OR**

For GS-7:

- One year of graduate study in chemistry, biology, toxicology or a closely related field.

For GS-8 and GS-9:

- A master's degree or 2 years of graduate education in chemistry, biology, toxicology or a closely related field.

#### **Evaluation Method:**

Applicants will be evaluated on the extent and quality of their experiences, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

**To receive full consideration, applicants should address each of the knowledge, skills and abilities described below.**

**Knowledge, Skills and Abilities Required:**

1. Knowledge of basic theories and practices in chemistry and toxicology.
2. Skill in laboratory testing biological substances.
3. Ability to review and analyze test results and identify abnormalities.
4. Skill in calibrating and operating analytical instruments in the performance of immunoassay screening and analyses.
5. Ability to use automated systems in conducting immunoassay analyses.
6. Knowledge of the chain of custody requirements in a laboratory setting.

**About PSA:**

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

**How to Apply:**

Interested applicants should submit:

- (1) A resume or application form (Standard Form 171 or Optional Application for Federal Employment OF-612) or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, "Applying For A Federal Job"(OF-510). A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses. Indicate the lowest grade you will accept and provide salary information with each position described on the application.

Candidates currently or previously employed with the Federal Government must submit:

- (2) A copy of their most recent Notification of Personnel Action (SF-50)
- (3) A copy of their most recent performance evaluation.

**Status applicants** who wish to be considered under both merit promotion and competitive procedures **must** submit **two** applications. If you are only submitting one application, please indicate if you want to be considered under merit promotion or competitive procedures.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 833(h) or Section 8456.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

**Conditions of employment:**

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and are required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period.

**Reasonable Accommodation:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the

application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Veterans' Employment Opportunities Act of 1998:** Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

**Veterans' Preference:** If you are claiming 5 Point Veterans' Preference, please submit your DD-214, Certificate of Release or Discharge from Active Duty. If you are claiming 10 Point Veterans' Preference, you will need to submit Standard Form 15, Application for 10-Point Veterans' Preference, and the accompanying documentation required to demonstrate the basis for the preference. The SF-15 is available from any Federal personnel office or on the OPM website at [www.opm.gov/forms](http://www.opm.gov/forms).

**Submit your application package to:**

D.C. Pretrial Services Agency  
Office of Human Resources  
633 Indiana Avenue, NW—Suite 1170  
Washington, DC 20004-2903  
Or Fax to: (202) 220-5633  
Or Email to: [PSAJobs@csosa.gov](mailto:PSAJobs@csosa.gov)

**Applications must arrive by the closing date of this announcement to receive consideration.**

**If you have questions about this vacancy announcement, please call Milton Burley, (202) 220-5537.**

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.